

## HOW TO SURPLUS FURNITURE

This policy establishes a procedure for removing furniture from the building, specifically from the Patient Care Units (PCU), public areas (PA), and other Clinical Center (CC) departments, when the furniture is no longer required. Furniture up to \$5000 is accountable by property. It will not have the NIH Property decal. Furniture is not to be left in elevator areas, hallways, or in the bridge area. All items should be left in place for processing out of the system.

### PROCEDURE FOR PATIENT CARE UNITS and PUBLIC AREAS

- The Office of Facility Management (OFM) will identify, along with the requestor, what furniture needs to be surplus.
- OFM will fill out form *NIH-2683* "Certification That Property Is Free From Hazards." If the furniture is **not** free from hazards, see the "Hazards Type" on the tag and contact the number(s) listed on the tag. The Head Nurse or PA representative will sign as Lab or Branch Chief. Attach to furniture.
- OFM will fill out form *NIH-649* "Report of Property Transfer", "Transferred From" side only. The Property Office will fill out the "Transferred To" side.
- Fill in block labeled Sub-Custodian (Hospital Administrative Officer or Administrative Officer, OFM) will sign.
- Head Nurse or PA representative will sign as Lab or Branch Chief.
- OFM will contact the Clinical Center (CC) Property Representative (301-496-3151) for signature.
- The Property Representative will arrange to have furniture picked up.

### PROCEDURE FOR CLINICAL CENTER DEPARTMENTS

- Follow the above procedure.
- Contact **your** Dept. AO and **your** CC Property Representative at 301-496-3151.

Concurrence:

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Chief, Office of Facility Management, Clinical Center, Office of the Director

